



<b>Full name of policy:</b>	Internal Assessment and Appeals, Student Malpractice Policy
<b>Requirement for policy:</b>	To comply with Awarding Body requirements; to ensure that no student gains an unfair academic advantage through plagiarism, cheating or collusion.
<b>Name and post of person responsible:</b>	Keith Brister, Quality Manager
<b>Highest College body approving the policy:</b>	College Leadership Team
<b>Date of approval:</b>	September 2018
<b>Frequency of review:</b>	Biennially
<b>Dates of previous reviews:</b>	-
<b>Date of next formal review:</b>	September 2020
<b>Equality Analysis: (If required)</b>	-
<b>Policy Reference:</b>	All policies can be located on the U drive/SD College Policies and Guidelines folder
<b>Total number of pages: (Including appendices and front sheet)</b>	7
<b>Comments:</b>	

## East Sussex College Appeals Procedure

Under Section 2, paragraph 19 (ix) of the Joint Council Code of Practice, the Awarding Bodies require centres offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions that contribute to summative assessment
- make this document available and accessible to candidates

**Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.**

1. The candidate will have produced work for internal assessment that has been authenticated as original work according to the Joint Council document issued in September to all examination candidates.
2. In September, all candidates are given written advice about the production of internally assessed work that contributes to summative assessment and deadlines to be met. Information about the appeals procedure will be given in the same advice.
3. All candidates are given adequate and appropriate time to produce the required work.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessment is secured via a mark scheme or marking criteria and internal standardisation activities as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation will attend any training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework and the final mark awarded is that of the Awarding Body. This mark is outside the control of the College and is not covered by this procedure.

### Appeals Procedure

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgements themselves.
2. In the first instance the student should raise any concerns about their assessment decision with the teacher.

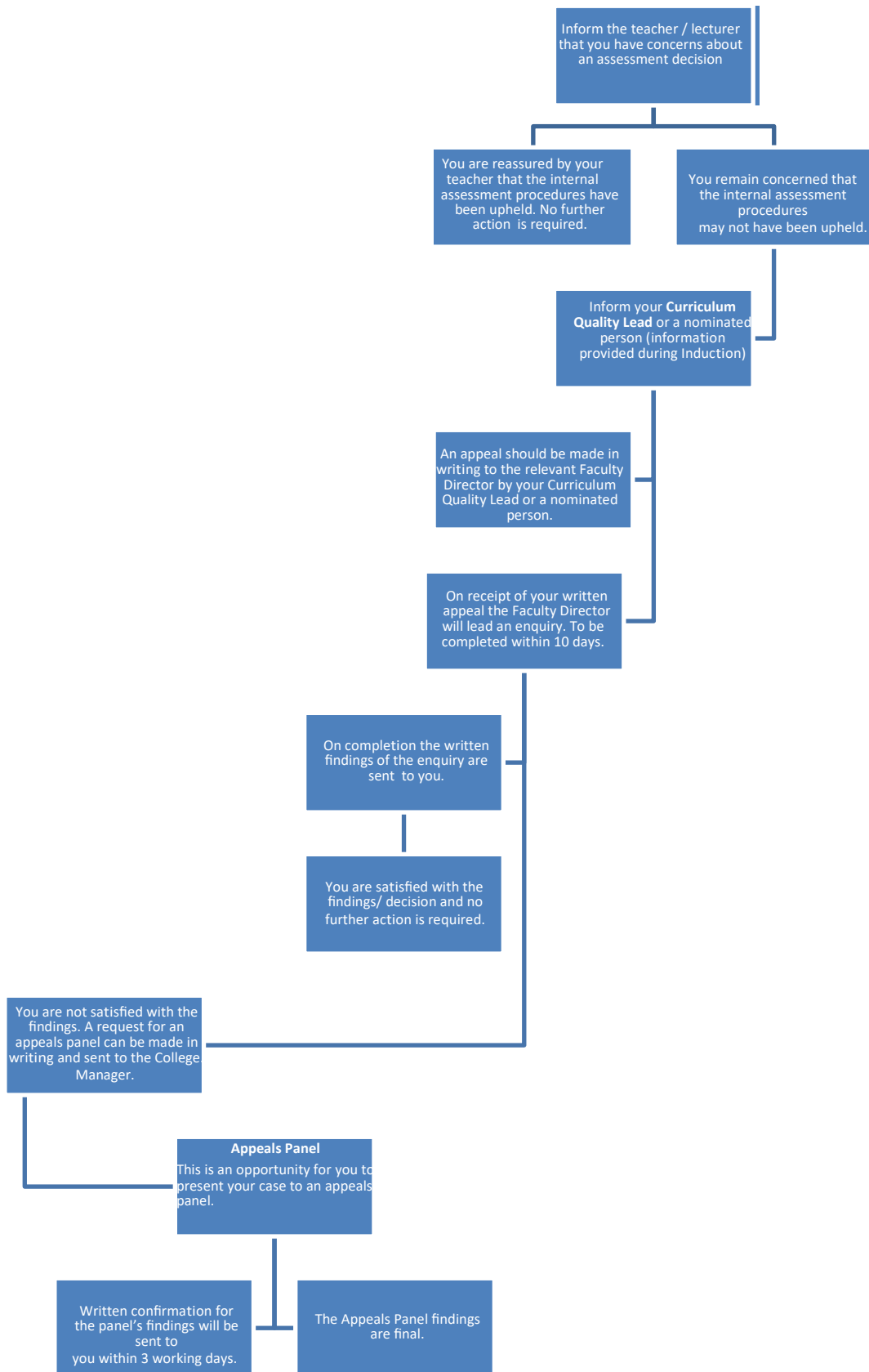
3. If the student remains concerned having spoken to their teacher they should contact their Curriculum Quality Lead or a nominated person<sup>1</sup> **within 5 working days.**
4. The Curriculum Quality Lead or nominated person will ask the student to make a written appeal which will be submitted to the relevant Faculty Director. The grounds for the appeal must be clearly stated.
5. On receipt of the written appeal the relevant Faculty Director<sup>2</sup> will lead an enquiry to investigate the stated concerns. The enquiry will be completed within 10 College working days. On completion the written findings will be sent to the student.
6. If the student is satisfied with the findings no further action will be taken. However if the student remains unsatisfied with the findings then a **final** appeal can be made. The appeal must be sent to the Principal (within a week of receiving the written findings). The grounds for the appeal must be clearly stated. Once received by the Principal an appeals panel will be convened within ten working days.
7. The final appeal will be considered by the **Appeals Panel**. The panel will consist of the Faculty Director, Principal and a member of the Quality Team. The candidate, who will be asked to attend, can be supported by a parent/carer or friend.
8. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. Written confirmation of the panel findings will be provided within three working days.
9. If a candidate is not satisfied with the decision made by the College following an internal appeal the Exams Office will be able to provide information regarding Awarding Organisations that can be contacted directly.

---

<sup>1</sup> A nominated person will, in most instances be the Programme Manager. You will receive information in your induction pack to inform you who this is for your particular course

<sup>2</sup> The Faculty Director will lead the enquiry provided that he/she has played ~~no~~ part in the original assessment process.

**EAST SUSSEX COLLEGE GROUP**  
**Appeals Procedure**



## **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

East Sussex College Group is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. East Sussex College Group is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

East Sussex College Group will:

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. having received a request for copies of materials, promptly make them available to the candidate.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.

## Student Assessment Malpractice Policy

### Context

Most of your courses include College-assessed work that contributes towards your external examination marks e.g. course work, assignments, portfolios and essays. This policy has been established to ensure that no student gains an unfair academic advantage through plagiarism, cheating or collusion. These are forms of academic misconduct. This policy informs you of the action the College will take in suspected cases.

### What is Assessment Malpractice?

- Taking someone else's work, images or ideas and passing it off as your own e.g. using the Internet to cut and paste material from a website, or by taking another student's work that has been emailed to you. This is called **plagiarism**;
- **Cheating**, this is, acting unfairly or dishonestly to gain an advantage
- Agreeing with others to cheat or deceive e.g. by allowing other students to copy your work. This is known as **collusion**
- Failing to follow the instructions given by staff conducting examinations and controlled assessments;

If you are discovered or suspected of doing any of the things shown in the list above, the college will investigate and may take disciplinary action against you which will normally include notifying the awarding body of the incident.

### This is what is expected of you whilst you are at the College:

- You will follow the instructions given by college staff supervising assessments and written examinations;
- Any work you submit for assessment will be your own work; you will never present someone else's work as your own or use material from another student given to you by email or on a pen drive as if it were your own work;
- You will never let other students use or copy from your work and pass it off as if they had done it themselves. If you are approached by another student to do this, or witness it happening, you should inform your teacher/tutor immediately;
- You will always **acknowledge** any **sources** you use in your assessed work.

**A source** is any resource that you use to collect information for your coursework including text books, encyclopaedias, journals, TV and radio programmes, the internet and other people. You should list (acknowledge) any sources you use so that someone else can find it, along with an indication in your coursework of which information came from that source.

By referencing the sources of the information you use, either directly in quotations or indirectly to inform your own words you will gain the following benefits:

- You cannot be accused of plagiarism or copying;
- Referencing justifies and aids the construction of your argument or point you are making;
- Referencing enables you to include main ideas from key writers or authors;
- Referencing is good academic practice and shows your teacher/tutor that you have read widely

The guide accessed **here** provides useful, practical advice on how to use and acknowledge sources of information. You should follow these guidelines for all your assessed work in College – and continue this practice in any academic work in the future.

### **What will happen if you are suspected of malpractice?**

- The member of staff will inform the Faculty Director of the suspected malpractice; you will be informed of the allegation that has been made
- An investigation will be carried out to consider the evidence and establish the facts
- You will be called to a meeting with the Faculty Director and College Student Management procedures will be followed
- In all cases where there is clear evidence of deliberate malpractice the relevant awarding body for the qualification will be informed in accordance with the regulations.

If you suspect another student of malpractice you should inform your teacher or the Course Coordinator immediately. It is important to remember that any allegations will be taken seriously and you will be asked to put these in writing.

If you suspect a teacher or other member of staff of malpractice - which results in a student or students being given an unfair advantage – you should report this to the Faculty Director. It may be helpful to refer to the Staff Assessment Malpractice and Maladministration Policy on the College website which explains what is meant by staff malpractice. The College will take any allegations made very seriously and you will be asked to put any allegations in writing.

The College will not tolerate any misuse of this process for reporting unfounded allegations of student or staff malpractice with malicious intent and will deal with any instances using college student management procedures.

### **What are the penalties or sanctions for malpractice?**

The internal actions taken by the College, if they believe from the evidence that malpractice is proven will depend on the seriousness of the malpractice.

Actions may include the following:

- Your mark or assessment grade may be reduced or awarded zero for that assignment
- Subject to Exam Board regulations you may not be allowed to take the unit/exam/test again
- You may have to redo the work under supervised conditions in accordance with an agreed action plan drawn up by the Course Tutor
- You may be given a different assignment to do on the same section of the specification;
- You may be disqualified from your course
- You may be excluded from the College.

In all cases, a record will be made in your file of the allegation, the outcome and any penalty you are given. This information may be used by the College when it is asked to provide a reference for you.